



**Job Title:** Supervisory Contract Specialist

**Department:** Department of the Army

**Agency:** U.S. Army Corps of Engineers

**Job Announcement Number:** SWGJ1400RCC1235720

**SALARY RANGE:** \$99,548.00 to \$129,407.00 / Per Year  
**OPEN PERIOD:** Thursday, October 30, 2014 to Monday, November 10, 2014  
**SERIES & GRADE:** GS-1102-14  
**POSITION INFORMATION:** Full Time - Permanent  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Pittsburgh, PA [View Map](#)  
**WHO MAY APPLY:** Status Candidates (Merit Promotion and VEOA Eligibles)  
**SECURITY CLEARANCE:** Secret  
**SUPERVISORY STATUS:** Yes

## **JOB SUMMARY:**

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

## **About the Position:**

Serves as Rivers Region Contracting Chief, responsible for acquiring all necessary commodities in support of a multi-district regional mission. Serves as the principal procurement official and primary contracting officer for the region vested with unlimited monetary authority. Contracts for supplies, services (including construction and architect-engineering), utilities, and agreements via any authorized contracting method, using all manner of fixed-price or cost-reimbursement contracts on behalf of the United States. Serves as Contracting Officer on all significant (high dollar, complex, or special interest) contracts.

## Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- [Current Permanent Department of Defense \(DOD\) - Civilian Employee \(non-Army\)](#)
- [Current Permanent Federal Civilian Employee \(non-DOD\)](#)
- Former Federal Employee, eligible for [reinstatement](#)
- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- [Veterans with a service-connected disability of 30% or more](#)
- Eligible for [military spouse preference under Executive Order 13473](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position
- Eligible for [family member appointment under Executive Order 12721](#)
- Eligible for [NAF/AAFES Interchange Agreement](#)
- Eligible due to an [Interchange Agreement](#)

## TRAVEL REQUIRED

- Occasional Travel
- Business Travel Required 25% of the time

## RELOCATION AUTHORIZED

- Yes
- Permanent Change of Station Costs (PCS) are authorized

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## DUTIES:

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-This is an acquisition CAP position which requires DAWIA level III certification. Applicants must be level II certified upon entry with condition of obtain Level III within 24 months. Please indicate in your resume you possess the required Level II certification.

- Exercises full breadth of authority through participating in acquisition planning, contract formation and administration, partnering, and resolving disputes and claims by issuing Contracting Officer Decisions (CODS) and subsequent contract modifications.
- Through subordinate supervisors (Branch Contracting Chiefs - BCCs), develops long range organizational plans and goals, assigns work to subordinates, and determines work schedules and priorities, balancing needs across multiple Districts. Confers with other functional chiefs to negotiate and/or coordinate work-related changes.
- Manages the Region's multi-million-dollar contracting program for single and multiple purpose civil works water resource projects, design and construction projects, environmental restoration, hazard toxic and radiological waste remediation, Federal Information Processing Resources, and work for others projects throughout the area of jurisdiction.
- Manages procurement of all types of supplies and services, including construction and architect-engineer design contracts.
- Performs or assigns the following contract administration functions: develops and maintains systems to evaluate and monitor contract performance related to delivery, level of progress and associated progress payments, effective use of government-furnished property and materials, scheduling and use of facilities, management of maintenance and repair efforts; initiates appropriate remedial action to avoid or minimize delays; plans and conducts post-award conferences to ensure compliance with contract requirements; incorporates changed contract requirements or settles issues that develop after contract placement; resolves contract disputes and claims.
- Reporting directly to the appointing authority manages the Small and Disadvantaged Business Utilization Program.
- Supports the Region's readiness posture by developing and periodically updating emergency and mobilization plans.

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## **QUALIFICATIONS REQUIRED:**

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In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

**Experience required:**

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: utilizing oral and written communication preparing, conveying and persuading on technical information and policy to congress, senior leaders, districts and, stakeholders; plan and negotiate for necessary resources to support a Contracting function; prepares input for budgets, anticipates resource requirements and reorganizes a staff or team as necessary to accommodate projected workloads; revises long-range goals and objectives for a regional contracting program; supervises or leads a team setting and evaluating performance; or other equivalent and related experience to this position. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-13).

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Knowledge of Federal Contracting laws, regulations, policies, practices, and methods
- Problem Solving
- Oral Communication
- Written Communication
- Supervision

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade of GS-13 (or equivalent).

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this series and grade level applicants must meet the basic education requirements along with one year of specialized experience --no substitution of education for experience is permitted.

**Other Requirements:** Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.
- Annual Financial Disclosure Statement is required.
- Please indicate in your resume you currently possess the required DAWIA Level II certification

## HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

**Interagency Career Transition Assistance Program (ICTAP).** If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

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## BENEFITS:

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**The Department of Defense offers an excellent benefits program.** In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

## OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.

- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
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## HOW TO APPLY:

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To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, November 10, 2014 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
  - Click the Submit My Answers button to submit your application package.
  - It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
  - To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
  - To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
  - It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify

the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

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## **REQUIRED DOCUMENTS:**

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

### **Your resume:**

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

**If you are relying on your education to meet qualification requirements:** You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in

making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

**Proof of Eligibility to Apply:** Your application must include the documents which **prove you are eligible to apply** for the vacancy. The "[Proof of Eligibility](#)" document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1235720. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

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**NOTE:** Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

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#### **AGENCY CONTACT INFO:**

*Jean M. Hull*

*Phone: (502)315-6589*

*Email: JEAN.HULL@US.ARMY.MIL*

*Agency Information:*

*DA SWR USACE LRD*

*PO Box 59*

*Louisville, KY*

*40201*

#### **WHAT TO EXPECT NEXT:**

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and



quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.